

**STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL
Through the KANSAS BUREAU OF INVESTIGATION**

INSTRUCTIONS

RENEWAL OF PRIVATE DETECTIVE AGENCY LICENSE

The 2-year renewal application must be completed in its entirety to renew your private detective agency license. An incomplete application will result in processing delays. The Kansas Bureau of Investigation may take up to **90 days** to process an application.

The renewal agency application must be accompanied by:

- Two (2) applicant (blue) fingerprint cards for all owners, partners, officers, directors, associates with the agency.
- \$175.00 Renewal Fee. **The application fee is non-refundable.** A personal check, money order, cashiers check make payable to the Kansas Bureau of Investigation. We are able to offer the opportunity to charge any/all private detective licensing fees on your Visa or Master Card credit card. To charge your licensing fees, please complete the credit card form in this packet.
- Verification of a corporate surety bond in the amount of \$100,000 or more OR a certificate of insurance showing general liability insurance providing coverage in the amount of \$100,000 or more for bodily injury or property damage caused by negligence and errors or omissions; OR verification of \$100,000 or cash deposit with the State Treasurer.

To allow time for processing the renewal applications, please submit the renewal application, required documents and fees **as soon as possible, but no later than the date of your current license.**

Mail completed renewal application, accompanying documents and renewal fee to:

Private Detective Licensing
Kansas Bureau of Investigation
1620 SW Tyler
Topeka, Kansas 66612-1837

If you have questions please contact Nicole Dekat, Program Manager, Private Detective Licensing, (785) 296-4436, e-mail to Nicole.Dekat@kbi.state.ks.us, or postal mail.

**FEE SCHEDULE PRIVATE DETECTIVE
LICENSING, RENEWALS & other items**

Independent (self-employed)

License fee - \$250.00 (2yrs from date of issuance)
Renewal fee \$175.00 (2yrs)
Requires \$100,000.00 bond or certificate of insurance

Agency (employs others)

License fee - \$250.00 (2yrs from date of issuance)
Renewal fee \$175.00 (2yrs)
Requires \$100,000.00 bond or certificate of insurance

Individual employee (works under the agency license)

License fee - \$250.00(2yrs from date of issuance)
Renewal fee \$175.00 (2yrs)
(Insurance covered by agency bond or insurance)

Officer, director, partner, or associate (of the agency engaged in detective business)

License fee - \$100.00 (2yrs from date of issuance)
Renewal fee \$100.00 (2yrs)
(Covered by agency bond or insurance)

Firearms permit (any licensed private investigator can apply for a firearms permit)

Permit fee - \$50.00
Renewal fee \$50.00 (2yrs)

Firearms trainer

Fee - \$100.00
Renewal fee \$100.00 (2yrs)

Other items:

Badge (and case) - \$55.00
Duplicate license - \$5.00
Information/application packet - \$15.00 (deducted from cost of application)
Current list of private detectives & agencies in Kansas - \$.24 per page

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PRIVATE DETECTIVE AGENCY
RENEWAL

1. Name of person submitting renewal application: _____
(Type or print full name)

2. Agency name: _____ Agency number _____

3. Street address of business: _____
(Number & Street) (City) (State) (Zip)

Business phone: _____ Fax number: _____

E-mail address: _____

Mailing address if different than street address:

If renewal application is for **branch office** please provide the street address:

(Number & Street) (City) (State) (Zip)

Business phone: _____ Fax number: _____

4. List **all** owners, partners, officers, directors and/or associates with the agency. **Two (2) applicant fingerprint cards are required for each person listed** whether that person intends to personally engage in private detective business or not.

➤ Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth: _____ SSN# _____ DL # _____ ☐ Yes ☐ No

Will engage in
detective business

➤ Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth: _____ SSN# _____ DL # _____ ☐ Yes ☐ No

Will engage in
detective business

➤ Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth: _____ SSN# _____ DL # _____ ☐ Yes ☐ No
Will engage in detective business

➤ Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth: _____ SSN# _____ DL # _____ ☐ Yes ☐ No
Will engage in detective business

Use additional pages, if needed, to list **all** associates, partners, officers or directors.

(Providing your SSN is voluntary, but it is requested pursuant to K.S.A.74-139 and 74-148 and may be provided to the Kansas Director of Taxation for tax purposes and/or the Department of Social and Rehabilitation Services for child support purposes.)

Please answer the following questions. If the answer is “yes” to any of the following questions, please provide a separate page with a full explanation.

5. In the past two years to your knowledge, has any officer, partner, associate or director of the agency:
- (a) been arrested for **any** crime other than minor traffic violations in this state or any other state? ☐ Yes ☐ No
 - (b) been indicted or convicted of a felony in this state or any other state? ☐ Yes ☐ No
 - (c) been convicted of a misdemeanor in this state or any other state? ☐ Yes ☐ No
 - (d) been the subject of a complaint to any department, bureau, board, prosecuting officer, criminal court, or any other governmental or regulatory body or officer in this state or any other state? ☐ Yes ☐ No
 - (e) had any license as a private detective denied, suspended, revoked, or subjected to other disciplinary action in this state or any other state? ☐ Yes ☐ No
 - (f) become a law enforcement officer or been granted a special commission from any law enforcement? ☐ Yes ☐ No
 - (g) been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? ☐ Yes ☐ No
 - (h) become addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs? ☐ Yes ☐ No
 - (i) received inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addiction, dependence or abuse? ☐ Yes ☐ No

APPLICANT'S AFFIDAVIT

(Must be signed before a Notary Public)

I, _____, am authorized by the _____, Private Detective Agency, to sign the agency application. I have read and examined the statements, made in the above application and the information contained herein is true and correct to the best of my knowledge and belief. I understand that private detective agencies can only employ licensed private detectives to engage in investigative activities, such as surveillance, interviews and background investigations.

Applicant's Signature and position in agency

Date

Subscribed and sworn to before me this _____ day of _____, _____

Notary's Signature

My commission expires: _____